

## INTRODUCTION

This Employee Handbook ("Handbook") has been prepared in order to provide all employees of the Auditor of State with information about the office of the Auditor, including policies and procedures, and the benefits, responsibilities, rights, and duties of the employees of the Auditor's office. The Auditor has developed the personnel policies in the Handbook in order to provide guidance to supervisors and employees, and to inform employees of expectations and procedures for fair and consistent treatment for all employees. Due to the various functions carried on by the employees of the Auditor, employees in different areas of the office may also have other rules and policies pertaining to their specific areas.

The material set forth in the Handbook may not be the only information pertaining to a particular topic. If any questions arise with regard to a topic, please contact your supervisor, Director, or the Director of Human Resources.

This Handbook applies to all full-time and part-time employees of the Auditor's office. This Handbook does not constitute a contract or promise of any kind nor does it grant a property right, entitlement, or expectation of continued employment to any employee. The Auditor reserves the right, at any time, from time to time, and without advance notice, to modify, revoke, suspend, terminate or change any or all of the policies, procedures, and other information set forth in this Handbook. Such actions shall be at the sole discretion of the Auditor. Notice of any revisions, additions, or deletions will be provided to employees as soon as practical.

Employment with the Auditor of State is entered into voluntarily. An employee is free to resign at any time. Similarly, the Auditor may terminate the employment relationship at any time.

This Handbook is effective as of May 1, 2002, and supercedes and repeals all existing oral and written procedures and policies of the Auditor regarding employees of the Auditor's office that are inconsistent with the Handbook.

## THE AUDITOR OF STATE – POWERS AND DUTIES

The office of Auditor of State was established in Article 6, Section 1 of the Constitution of the State of Indiana. The Auditor serves for a four-year term, but may not serve for more than eight years in any twelve-year period. The powers, duties and responsibilities of the Auditor are set forth in the Indiana Code. These statutory powers and duties include (1) keeping records of the accounts for federal, state, and local governmental units that interact with the State of Indiana; (2) paying claims made by vendors who sell equipment, materials, and services to the State; (3) processing the payroll for all of the employees of the State; and (4) overseeing the financial record-keeping for the State. The Auditor is responsible for providing the administration of the state employees' deferred compensation plan. The Auditor is a member of the Indiana

**SMOKING:** All parts of the Auditor's office and all parts of the State House are smoke-free environments.

**PERSONAL TELEPHONE CALLS:** The Auditor understands that occasionally employees must place or receive personal telephone calls on State-owned phones. The State phones are intended to be used to serve the public and therefore personal use of the phones must not interfere with the primary use of serving the public. All personal calls should be kept to a minimum and if possible, be made only during lunch breaks. Personal long distance calls shall not be charged to the State. Use of State-owned phones by employees for personal matters must also comply with the rules and policies of the State Ethics Commission. If the opportunity to use a State-owned phone is abused, the employee abusing the situation will be subject to discipline and any sanctions imposed by the State Ethics Commission.

**LIMITED PERSONAL USE OF STATE RESOURCES:** Facilities, equipment, and materials located in the office of the Auditor are provided to employees to conduct State business and are not intended to be used for personal purposes. However, the Auditor recognizes that employees occasionally may need to use State-owned resources for emergencies and to take care of matters that cannot be handled outside of working hours. Employees may use State-owned resources to take care of emergencies and other personal matters on a limited basis as reasonably needed, provided such use is kept to a minimum, is done during personal time, does not interfere with the performance of the employee's public duties, and does not create additional expense to the State. Such personal use must also comply with the rules and policies of the State Ethics Commission. If an employee abuses this policy, the employee will be subject to discipline and any sanctions imposed by the State Ethics Commission.

Employees should be aware that e-mail messages are not confidential and no expectation of privacy should be assumed with regard to e-mail. State-owned equipment and property may be inspected and monitored at any time by the Auditor or her designees.

**THREATENING AND SUSPICIOUS ACTIVITY:** If an employee receives any type of threat or observes any suspicious activity while on the job, the employee shall tell his or her supervisor about the situation immediately. If it is a threat involving imminent harm, the employee should contact the Capitol Police at 232-6400. All threats or suspicious activity should also be reported to the Auditor and Deputy Auditors. Do not call 911 - only the Capitol Police can respond appropriately. Dial 232-6400.

**SUSPICIOUS MAIL HANDLING PROCEDURES:** If an employee receives a suspect letter/package and it is not opened:

- Determine whether a "credible threat" of contamination exists and inform your supervisor.
- Place letter/package in double plastic bag and seal and maintain custody.
- Call ISP Operations Center for response: 232-8248, after hours call 232-8250